



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex  
540 Dum Dum Road, Surermath (Near Dum Dum Jn. Station),  
Kolkata – 700074 West Bengal

## Internal Quality Assurance Cell (IQAC)

### Action Taken Report(Annexure I)

Following are the action taken report of the IQAC meeting held on 13<sup>th</sup> May 2025.

Agenda	Resolution	Action Taken
<b>Agenda 01:</b> Confirmation and approval of the minutes of the last IQAC meeting.	Principal sir invited all the members and welcomed in the assembly. The minutes of the last meeting has been placed and approved by the chairperson.	Noted
<b>Agenda 02:</b> To note and ratification of Action Taken Report of last IQAC meeting	The action taken report is presented before the IQAC members.	Noted
<b>Agenda 03:</b> Review of Research & Development activity and forthcoming strategic plan of (i) Research Facilities (ii) Consultancy (iii) Grants (iv) Publication	The report of R & D activity was placed. The external expert has appreciated for the recent status of achievements. He suggested all the faculty members to apply more project funds. It is also suggested to set up different labs through Govt. project funds and industry sponsorship. It is also remarked to maintain a strong publication to have the NIRF and rankings. The chairman and the members are agreed to all the suggestions.	The research and development data for the institute is improved in the AY2024-25 compared to AY2023-24. <u>Details are as below:</u> Book Publications: 19 Articles and Journal: 30 Book Chapter: 32 Conference Proceedings: 34 Student + Faculty publications: 29 Patent published: 24 Patent Grant Received: 04 Sponsored research project: 02
<b>Agenda 04:</b> Reporting on Parent-Teacher meeting by each department	The cumulative report on Parent-Teacher meeting of different department was placed. The activity was appreciated by the members.	For both the semesters, PTM were conducted by each department.
<b>Agenda 05:</b> Analysis of Placement status (Job/	Placement status of latest graduation batch has been	Throughout the academic year 2024-25, special care was taken



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Higher Education/ Entrepreneurship)	placed and noted. The experts have suggested the following to enhance the job prospects: <ul style="list-style-type: none"><li>• It is suggested to categorize the students as fast and slow learners and arrangement of special classes for making them industry ready from 2<sup>nd</sup> year onwards.</li><li>• Communication skill should be enhanced for the improvement of placement.</li><li>• Approach to the industry for developing sponsored labs and train the students in those labs to increase the job absorption in the targeted companies.</li></ul>	to improve student participations in MyPerfectise platform. English communication skill is a big concern for the majority of the students. This only can be improved by means of continuous practices. Not only students, but their parents also were informed about this issue in PTM. Events on opportunities in higher studies like MTech or MBA were conducted on regular basis from college end to motivate students. Frequent arrangement of Industry visit were also arranged by different departments.
<b>Agenda 06:</b> Reporting of organized events at the institute for the Academic Year 2024-25	The list of the events which were organized, have been placed. The committee has verified the current status and suggested to execute 2-3 FDPs by each department and also mentioned to promote the interdisciplinary research opportunities through the events.	A good number of events were organised from different departments and also from college central committees and different clubs. All the reports and photos were verified from college ERP.
<b>Agenda 07:</b> Result analysis of Odd Semester 2024-25	It has been suggested to take care and carry out the analysis and submit before the end of the current semester.	Done
<b>Agenda 08:</b> Reporting of	The BoS meeting status of all	



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Board of Studies meeting by each department	individual departments has been placed. The committee has suggested all the departments to submit the reports.	Done
<b>Agenda 09:</b> Discussion on Strategic Plan for Autonomy Implementation	The Principal sir has highlighted about the current status of the Autonomy implementation as all the curriculums have been finalized and the syllabus preparation is in final stage of central approval. The external experts suggested to avoid classes during students' internship in the final year by employing online assignments. The internal committee members have confirmed the availability of the same implementation in our institutional curriculum.	Implemented actions: <ol style="list-style-type: none"><li>1. Autonomy Syllabus passed through DAC and BoS</li><li>2. NPTEL courses.</li><li>3. VAC (Newly structured)</li><li>4. Mandatory Internship in the final semester</li><li>5. As many as possible participation in SIH</li></ol>

Debasish Das.

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27/09/2025

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